

# ACEC/WSDOT Project Delivery Team

## Change Recommendation Form

Team Leaders	Ken Smith & Duncan Findlay	Date 2/03/06	Change Request Number 9
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### **Current Process:** *Description of the current process*

WSDOT has determined through investigation of past experiences of other states as well as some of their own, that delivery of larger projects through utilization of consultant teams, is best accomplished where the major participants, including the responsible WSDOT project team, are co-located in the same office. This has brought a new set of issues for those involved to the workplace, both for the consultant team members and the WSDOT project personnel. There currently is no training available to prepare the co-locating staff for the unique issues they will encounter. There is one current training class, offered through Transpeed, for managing consultant designed projects, and one currently in development. Neither are geared to the needs of the co-located staff.

### **Improvement Opportunity:** *Major causes for current process performance*

With three existing co-located projects, each with nearly three years experience, and more proposed in various parts of the State, an opportunity exists to establish a training program geared toward the full co-locating staff. The training should include both teams, not just WSDOT staff. The purpose would be to make the adjustment to a co-located work environment an easy transition and prepare those involved for the unique difficulties they will face.

### **Recommendation:** *Solution for addressing the improvement opportunity*

That a training program be developed jointly between the WSDOT and the ACEC that includes heavy input from those already seasoned in the process. Additionally, potential on-site training through working in a current co-located office for a period of time would be beneficial.

### **Benefits:** *Why proposed change will result in improved performance*

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### **Stakeholder Identification:**

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### **Responsibility for Implementation:** *Who will implement the recommendation?*

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### **Time Constraints for Implementation:** *When will the recommendation be implemented?*

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**Details for Implementation:** *How will the recommendation be implemented?*

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☒ *Approved*

☐ *Pending*

☐ *Rejected*

Comments:

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*Signed:* Don K. Nelson *Date:* 03/08/06

## ACEC/WSDOT Project Delivery Team

The ACEC/WSDOT Project Delivery Team has developed the attached recommendation. You have been identified as a stakeholder for this process or program. Your comments are a valuable part of this improvement opportunity.

Please return your comments to: \_\_\_\_\_

By: \_\_\_\_\_

### Stakeholder Comments:

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What is your opinion of this change request proposal?

Please check one of the following:

- ☐ Good Idea
- ☐ Needs Work
- ☐ Bad Idea
- ☐ No Impact

Name \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_